

A monthly publication of the
U.S. Coast Guard
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May is Asian American and Pacific Islander Heritage Month. This year's theme is "Unite Our Voices by Speaking Together." This observance honors and values the contributions of Asian American and Pacific Islanders. Let's celebrate the important impact they have in our communities, our nation and at the Coast Guard.

Sexual Assault Awareness and Prevention Month

"Not in My Coast Guard," the Commandant's 2017 theme for Sexual Assault Awareness and Prevention Month observed during the month of April. For more information contact Angela Lakey at Angela.N.Lakey@uscg.mil.



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A Special Salute to Women in Maritime

"I'M NOT AFRAID OF STORMS FOR I'M LEARNING HOW TO SAIL MY SHIP" ... LOUISA MAY ALCOTT



The theme "Honoring Trailblazing Women in Labor and Business," was on full display at CG Headquarters throughout National Women's History Month under the leadership of Executive Champion, Mr. Jeffrey Lantz, Coast Guard's Director for Commercial Regulations and Standards (pictured right). During the month, the Executive Champion and his team hosted several events and closed with a capstone on March 23, 2017. They invited a panel of successful female pioneers from maritime services and industry. Pictured left to right: Ms. Joan A. Divens, among the second class of women to graduate from the US Merchant Marine Academy and the first woman senior engineer at the Military Sealift Command; Captain Christine J. Quedens (CG ret.), among the first CG Academy class to graduate women; and Captain Elizabeth A. Christman, one of the first female pilots selected by the Maryland State Board and remains amid few female ship pilots in the United States. The guest speakers captivated the audience, sharing many challenges and obstacles they endured and overcame, which led to their longstanding success. By Ms. Gwendolyn White, USCG HQ

Complaints Corner: Time Matters

An individual who believes that he or she has been subjected to discrimination due to protected classes must contact a Civil Rights Service Provider (CRSP) within 45 days of the alleged discriminatory event. *The Equal Employment Opportunity/Equal Opportunity process is available to, both, military and civilian members.* The Counselor has 30 days to try to resolve the matter with the command. If a resolution is not reached, the counselor will provide the member with his/her right to file a formal complaint. The individual then has 15 calendar days to file a formal complaint. At the formal stage, if the complaint is accepted, a contract investigator will conduct a thorough investigation into the claim. The investigator will have 180 days to complete the investigation and issue a report. The member will receive a copy of the investigative file along with options for adjudication. Alternative Dispute Resolution (mediation) is available throughout the complaint process. The Coast Guard's complaint procedures are in accordance with the Department of Homeland Security administrative procedures, and 29 Code of Federal Regulations 1614. Additional information can be found at COMDINST M5350.4c or by contacting your local CRSP at <http://www.uscg.mil/civilrights/ServiceProviders.asp>. By Ms. Sandra Hewitt, USCG HQ



Nominations for the 2016 League of United American Citizens Award is now open! (ALCOAST 087/17)

Can an Employee Use Official Working Time to Prepare for an EEO/EO Charge?

YES... For many, participation in the EEO/EO complaint process requires time to prepare, respond to a host of inquiries and affidavits and to attend adjudication proceedings. In accordance with 29 C.F.R. 1614.605(b), a complainant who is an employee of an agency, shall have a reasonable amount of official time for this purpose. Additionally, if the complainant has a representative, he or she has the right to also spend official time meeting with their representative. On the other hand, the EEOC considers it reasonable for agencies to expect their employees to spend most of their time doing the work for which they are employed. Therefore, an agency may restrict the overall hours of official time afforded for preparation of a case, including meeting with a representative. "Reasonable" varies depending upon where the complaint is in the complaint process. Therefore, the Civil Rights Directorate recommends Commands consult with their servicing civil rights service providers or a Coast Guard legal representative to determine specified hours. Employees are not required to prevail on their discrimination claims to obtain approved official time. The complainant and the agency should arrive at an agreeable understanding as to a precise timeframe prior to the complainant's use of leave. For additional information see the *Equal Employment Opportunity Management Directorate 110, Chapter 6*. By Mr. Eduardo Zayas Sanchez, USCG HQ



FEDERAL INTER-AGENCY HOLOCAUST REMEMBRANCE PROGRAM: Theme: 'EVADE & ENDURE,'
April 26, 2017, 11:30 a.m. to 12:30 p.m., Lincoln Theatre, 1215 U Street N.W., Washington, DC.

New Member Joins CRD

The Civil Rights Directorate is pleased to introduce the latest member of its organization, Mr. Eduardo Zayas Sanchez as HQ's Formal Complaints Manager. Mr. Zayas, combined, has 26 years of service with the Air Force and Army. He joins the Coast Guard from the Navy, where he served as Deputy for Operations and Complaints Management. He brings several years of Equal Employment Opportunity (civilian) and Equal Opportunity (military) professional experience. Academically, he attained a BA in Psychology from Hawaii Pacific University, and an MA in Secondary Education from Phoenix University. Mr. Zayas is originally from Ponce, Puerto Rico. He and his wife Ana, reside in Virginia and are the proud parents of two sons and a beautiful granddaughter. His hobbies include reading, writing, dancing and spending time with family. By Mr. Benjamin Vasquez, USCG HQ



New DHS Policy: Managers Must Agree to Mediation

Recently, in support of efforts to bring individuals to the table to try to resolve an issue, DHS issued Directive Number 065/04, which now requires management's participation, if the employee elects Alternative Dispute Resolution (ADR). As the name suggests, ADR is another approach to solving employment disputes. While there are various ADR techniques to choose, mediation is the style most frequently employed. ADR utilizes a third party neutral to attempt an amicable resolution between disputing parties. Prior to this new policy, management could opt out. For additional information regarding the U.S. Coast Guard ADR Program, contact Mr. Benjamin Vasquez, ADR Manager at Benjamin.P.Vasquez@uscg.mil. By Ms. Erika Selmon, USCG HQ



What is the Command's Role in Achieving a Model EEO Program?

Annually the Coast Guard, like other federal agencies, is required under (EEOC Management Directive 715 (MD-715) to evaluate its Equal Employment Opportunity (EEO) policies, practices and procedures. This is achieved through work and commitment from all levels of management in the organization. Commanding Officers are the key. They ensure compliance by completing the Command Checklist and correcting deficiencies. For FY16, the CG's compliance rate was 98%. Another significant part of the MD-715 mandate is for agencies to assess employment results to determine if there are any barriers and/or triggers that may impede attaining a workforce demographically commensurate with the civilian labor force. To this end, the CG implemented a new MD-715 governance procedure, Commandant Instruction (COMDINST) 5354.9, designed to improve working relationships among various CG entities responsible for improving and addressing employment decisions. Specifically, the instruction delineated roles and responsibilities, and established an ongoing barrier and analysis working group, an oversight committee, and a guidance team. Although no barriers were identified for FY16, the working groups identified retention triggers related to high voluntary separation rates of women and Hispanic groups that were already experiencing low participation in the CG. Achieving a model civil rights program is a goal that requires all hands! For ideas on addressing this matter, contact the Program Manager at Gwendolyn.A.King@uscg.mil. By Gwendolyn King, USCG HQ



Nominations for the NAACP Roy Wilkins Renown Service Award is now open! (ALCOAST 088/17)